



California Emergency Management Agency
Public Safety and Victim Services Programs
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May 11, 2010

TuLynn Smylie
Executive Director
WomenShelter of Long Beach
930 Pacific Avenue
Long Beach, CA 90832

SUBJECT: Performance Assessment Report
GRANT #: DV09171490 & DR09011490
RECIPIENT NAME: WomenShelter of Long Beach

Dear Ms. Smylie:

Thank you again for your time on May 10th and 11th, 2010, when I conducted a Performance Assessment of the Domestic Violence Assistance (DV) Program grant for your agency. Attached please find a copy of the Performance Assessment including the Domestic Violence Recovery Act (DR) Addendum.

During the site visit, we discussed Cal EMA's requirements for the project, the goals and objectives of the program, the project's source documentation, and the reporting requirements. As a result of the visit I have identified areas which need corrective action. Each finding is listed below, as well as the corrective action necessary to bring your program into compliance and a due date by which the corrective action must be completed and submitted to your Program Specialist at Cal EMA.

Section A, Administrative Review, Question #2 - Fidelity Bond:

Finding: The project has a Fidelity Bond on file which is missing the Grant Award Number.

Citation: Recipient Handbook, Fidelity Bond, Section 2161.4, Beneficiary/Certificate Holder states that the certificate holder or first loss payee must be the "State of California, California Emergency Management Agency". **In addition, the grant numbers for each grant covered must be included.**

Corrective Action: See Recipient Handbook, Section 2161.5, Certificate of Insurance, for the components that must be included in the certificate. Documentation from your insurance carrier that verifies that the grant recipient (i.e. you) is in compliance with this requirement must be submitted to your Program Specialist at Cal EMA by **(June 17, 2010 or sooner)**.

Section C, Supplemental Programmatic Review, Additional Requirements, Question #5:

Finding: This is not a finding at this time but an administrative recommendation

Citation: At the time of the site visit I was advised by staff at the project that they do not have a documented policy for the handling and storage of confidential client information.

Corrective Action: Although there is no formal written policy to refer to on this issue, I advised staff at the project of the importance of having a documented policy for the handling and storage of confidential client information and the need to protect themselves from any potential liability that may result from not having a policy like that to supply to employees should confidentiality be breached intentional or not. My only recommendation is to have the staff at the project create a documented policy for the handling and storage of confidential client information and provide Cal EMA with a copy of the policy by **(June 17, 2010 or sooner)**.

Section C, Supplemental Programmatic Review, Additional Requirements, Question #6:

Finding: At this time this is not a finding but an administrative recommendation.

Citation: At the time of the site visit I was advised by staff that they do not have up to date bylaws which specify minimum/maximum number of, and formal process for selecting members of the Board of Directors. According to staff, their most recent bylaws are from 2003 and they are currently in the process of updating them. The estimated date of completion is June 30, 2010.

Corrective Action: I explained the importance of having up to date bylaws with staff at the project and the need to protect themselves from any potential liability by having them. My only recommendation at this time is to submit a copy of the updated by laws to Cal EMA once they're voted on by the Board of Directors. **I will follow up in early July 2010 if they're not received by then.**

EEO Checklist – B, Question #5, Publications

Finding: The project did not have recruitment materials or publications that included a policy statement of nondiscrimination for participants, beneficiaries, applicants, or employees at the time of the site visit.

Citation: All issues regarding missing information and/or documents on the EEO Checklist will be referred to Lisa Abila, EEO Compliance Officer for review and follow-up with the project.

EEO Checklist – B, Question #10, Limited English Proficiency (LEP)

Finding: The project could not demonstrate that they have taken reasonable steps to ensure meaningful access to their programs, services, and information on the services the recipient provides, free of charge at the time of the site visit. Additionally they could not demonstrate that they have established and implemented policies and procedures for language assistance services that provide LEP persons with meaningful access, i.e. oral interpretation services, bilingual staff, telephone interpreter lines, written language services, community volunteers, etc at the time of the site visit.

Citation: All issues regarding missing information and/or documents on the EEO Checklist will be referred to Lisa Abila, EEO Compliance Officer for review and follow-up with the project.

As for the other documentation that you were required to provide at the time of the site visit, I will be placing copies in your DV09/10 file and your master file at Cal EMA headquarters. Please keep in mind that you will be required to provide all requested documents again for future site visits but these are good for three years.

Enclosed is a copy of the completed Site Visit Checklist Form for your review. Please review and sign the cover page and return a copy of the cover page to me by **Tuesday, June 1st, 2010 or sooner** as confirmation of receipt.

Thank you again for your hospitality during this visit. If you have any questions regarding the site visit please contact me at 916.324.9222 or Joimeiko.Coulbourn@calema.ca.gov.

Joimeiko Coulbourn
Criminal Justice Specialist
Domestic Violence Section

Enclosures

c: Cal EMA R&R Logistics
Lisa Abila, EEO Compliance Officer, Cal EMA